



# UNITED STATES MARINE CORPS

U.S. MARINE CORPS FORCES, CENTRAL COMMAND  
7115 SOUTH BOUNDARY BOULEVARD  
MACDILL AIR FORCE BASE, FLORIDA 33621-5101

MARCENTO 1601.1  
ADJ

**AUG 24 2006**

U.S. MARINE CORPS FORCES, CENTRAL COMMAND ORDER 1601.1 CHANGE 1

From: Commander, U.S. Marine Corps Forces, Central Command  
To: Distribution List

Subj: U.S. MARINE CORPS FORCES, CENTRAL COMMAND; COMMAND DUTY OFFICER  
STANDING OPERATING PROCEDURES (SHORT TITLE: US MARCENT CDO SOP)

Ref: (a) MARCENTO 1601.1

Encl: (1) Page 2 of Enclosure (1) of MARCENTO 1601.1 dtd 24 Aug 06

1. Situation. The purpose is to transmit change 1 to the order.

2. Mission. To direct change to paragraph 2(a)(5) of page 2 of enclosure (1). Remove page 2 of enclosure (1), and insert new page 2 of enclosure (1) to the order.

3. Execution. To direct new page insert to the order.

4. Administration and Logistics. This change should be inserted in place of the same page of the enclosure.

5. Command and Signal

a. Command. The change to this order is effective the date signed.

b. Signal. The change to this order is applicable to all members assigned to Commander, U.S. Marine Corps Forces, Central Command.

*D. W. McSpadden*  
D. W. MCSPADDEN  
By direction

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physical check of building 535 and 548 between 1400 and 2000. The ACS G-1/Adjutant will relieve the final holiday/special liberty period CDO not later than 0730 on the first workday following the holiday/special liberty period.

d. As directed: The MARCENT CDO may be directed by the CG, DCG, or COS to assume their post at time other than those published above.

2. Conduct of Duty. CDO's will be guided in the conduct of their duties by the reference contained in this basic order, its enclosures, and other instructions that may be received from the MARCENT CG, DCG, or COS. The following requirements are to be accomplished by the MARCENT CDO in order for them to re-post at their residence:

a. Transferring Post from Building 535 to Residence on Workdays.

(1) Effect retiring of Command Colors.

(2) The weekend that the Navy Drill is conducted, the MARCENT CDO must remain on board until the drill is completed; all Navy personnel are off deck.

(3) Contracted cleaning must be accomplished in buildings 535/548. The contracted cleaner typically comes on board until the contracted cleaning has been completed and the cleaning personnel have departed building 535 and 548.

(4) If there are Marine Corps Distance Learning PME classes being conducted within building 535, the MARCENT CDO must remain onboard until all personnel attending the class have departed the building.

(5) If there are personnel working in building 548 as part of the night crew ensure they are properly briefed on procedures to secure the building prior to departing and have them contact the CDO when the building is secured.

(6) The final task prior to the MARCENT CDO departing building 535, and after the above tasks have been accomplished, is to conduct a security sweep of all office spaces to ensure that there is no classified media left unsecured. If the media is found unsecured, the CDO will attempt to secure the classified media in an approved storage container. If the CDO is not able



UNITED STATES MARINE CORPS  
HEADQUARTERS  
U. S. MARINE CORPS FORCES, CENTRAL COMMAND  
7115 S. BOUNDARY BLVD  
MACDILL AFB, FL 33621-5101

IN REPLY REFER TO:  
MARFORCENTO 1601.1  
ADJ  
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MARINE CORPS FORCES CENTRAL COMMAND ORDER 1601.1

From: Chief of Staff  
To: Distribution List

Subj: UNITED STATES MARINE CORPS FORCES, CENTRAL COMMAND;  
COMMAND DUTY OFFICER STANDING OPERATING PROCEDURES (SHORT  
TITLE: USMARCENT CDO SOP)

Ref: (a) MCO P5800.16  
(b) MCO 5740.2F  
(c) MARCENT Order P5510.1

Encl: (1) Orders for the COMUSMARCENT Command Duty Officer  
(CDO)  
(2) Sample format of required CDO entries  
(3) Format for Duty Officer Nomination Submissions

1. Situation. Headquarters, U.S. Marine Corps Forces, Central Command has the responsibility to ensure command representation and personnel support to its higher, adjacent and supporting commands, as well as its assigned personnel.

2. Mission. In order to ensure execution of its command responsibilities, Headquarters, U.S. Marine Corps Forces, Central Command (HQMARCENT) will maintain a Command Duty Officer (CDO).

3. Execution

a. Concept of Operation

(1) Authority. The MARCENT CDO, during his tour of duty, is the senior administrative representative for the Commander, U.S. Marine Corps Forces, Central Command. Command Duty Officers will be guided in the performance of their duties by the instructions contained in this order, its references, the tasks delineated in enclosure (1), additional instructions received from the Assistant Chief of Staff G-1, and Special Orders as may be received from the MARCENT Commanding General (CG), Deputy Commanding General (DCG) and/or Chief of Staff (COS).

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(2) Tour of Duty. The MARCENT CDO, under normal circumstances, does not have a 24-hour physical presence requirement. Enclosure (1) delineates a list of tasks that must be accomplished by the CDO, and will provide minimum guidance as to when their physical presence is required, and when it is not. This list is not all inclusive, sound judgment must guide the CDO in determining when a physical presence in Building 535 is required.

(3) Uniform. The designated command uniform of the day is the uniform for the CDO.

b. Coordinating Instructions

(1) Posting/Relief. See paragraph 1 of enclosure 1.

(2) Supernumerary. A supernumerary will be assigned on the published monthly CDO roster. There will be a total of three supernumerary's assigned for each month, with each assigned to approximately a 10 day period.

(a) Supernumeraries will be used in the event of a bona fide emergency. Bona fide emergencies are unplanned events that transpire less than 24 hours prior to assumption of duty. Examples of unplanned events can include, but are not limited to: debilitating illness, short notice TAD, accidents, or family emergencies which can not be handled by any other family member.

(b) Events occurring more than 24 hours in advance of the assigned duty will normally be the responsibility of the individual.

(3) Duty location amplification. The MARCENT CDO will maintain the MARCENT duty cell phone in his possession at all times during their tour of duty. At the direction of the CG, DCG, COS, or as a result of operational necessity, the MARCENT CDO may be directed to maintain a 24-hour physical presence in building 535.

4. Administration and Logistics

a. Administration

(1) All personnel eligible, as outlined in paragraph 4.a.(3) below, for assignment as the MARCENT CDO, will receive instruction on the provisions of this order and its references.

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(2) All personnel assigned as the MARCENT CDO will familiarize themselves with the contents of this order and reference (c) prior to assuming duty. This order and reference (c) requires that a log book entry to this effect be made by the CDO upon assumption of duties. See enclosure (2) for proper format.

(3) Personnel Eligibility

(a) Officers and staff non-commissioned officers assigned to MARCENT as permanent personnel who have a current valid security clearance of at least "SECRET", and have been formally trained by the COMUSMARCENT AC/S G-1 or Adjutant, are eligible to be assigned as the COMUSMARCENT CDO.

(b) CDOs that have turned in an SF-86 (Electronic Security Personnel Questionnaire) can be granted an interim secret clearance and access to classified information for the purpose of, among other reasons, sighting message traffic up to and including Secret during their 24-hour period of duty. Individuals should consult the command's security manager for verification of eligibility for a secret clearance.

(4) Personnel Exemptions. Due to the demands of their duty assignments, the following personnel are exempt from standing duty:

- (a) Principal and Special Staff
- (b) Colonels and above
- (c) Commanding Officer, Headquarters Company
- (d) Aide-de-Camp
- (e) Adjutant
- (f) Principals, Special Staff SNCOICs and the Headquarters Company First Sergeant.
- (g) Chief Warrant Officer 5
- (h) Master Sergeant/First Sergeant
- (i) Other exemptions as may be directed by the CG, DCG, or COS

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(5) Process for assignment of CDO quotas. The Adjutant will assign quotas to the various staff sections and Headquarters Company to source CDO assignments through a mathematical equation as follows: Each month by the 15<sup>th</sup>, each section SNCOIC (or designated representative) will provide a non-availability roster for the following month to the Adjutant in the format contained in enclosure (3) via email or hardcopy. The Adjutant will consolidate the inputs to generate a roster of availability. Once completed, the Adjutant will divide the section's availability for the month by the total number of personnel available for duty in order to generate a section's quota percentage. Once completed, the Adjutant will multiply that percentage by the number of duty days available for the specific month to generate the quota assignment by staff section for CDO. The quota assignment is then dispersed throughout the assignment month and distributed to the section SNCOICs for sourcing. Each section SNCOIC will then determine their eligible personnel for assignment to their quota days and return the matrix to the Adjutant for consolidation and publication. The Adjutant will publish the CDO Roster by the 20<sup>th</sup> of each month.

(6) Assistant Chiefs of Staff and the Commanding Officer, Headquarters Company must ensure that their personnel are not assigned duties which may hinder their ability to perform as the Command's CDO during their designated duty day.

(7) The MARCENT AC/S G-1, Adjutant, and Command Personnel Administration Center (CPAC) will provide administrative support to the MARCENT CDO both during and after normal work hours, holidays, weekends, periods of special liberty and as directed by the MARCENT CG, DCG, and COS.

(8) In the event that a member of MARCENT becomes seriously injured, ill, or deceased, notification will be made to the following:

- (a) HQ Company Commander (See recall roster).
- (b) HQ Company 1<sup>st</sup> Sergeant (See recall roster).
- (c) Adjutant if there is a serious incident report requirement.
- (d) Chief of Staff (see recall roster)

(9) In the event that this command is notified, or becomes otherwise aware of, a Marine not of this command that

has become seriously injured, ill, or deceased, every effort will be made by the MARCENT CDO to notify the individual's parent command. Once notification has been made to the parent command, as a matter of process the MARCENT CDO will then make command notification following the same procedures outlined in paragraph (8) above.

(10) In the event that a Red Cross message comes into the command during your tour of duty, the MARCENT CDO will perform the following functions:

(a) Secure a copy of the Red Cross message from the base message center. At a minimum, record all information provided by the Red Cross representative for dissemination.

(b) Inform Headquarters Company Commander.

(c) Inform Headquarters Company 1<sup>st</sup> Sergeant.

(d) Inform CENTCOM Duty Chaplain (when directed).

(e) If the Chaplain has determined that he/she should be present for the arrival of the Red Cross message recipient, delay notifying the service member until directed to do so by the Chaplain.

## 5. Command and Signal

a. Command. Reviewed and approved this date.

b. Signal

(1) The MARCENT website, accessible through your browser, is: <https://www.marcent.usmc.mil>.

(2) To contact COMUSMARCENT by phone during normal working hours, please call (813) 827-7054 to contact the Command's Adjutant.

(3) To contact the MARCENT CDO at the Headquarters building call 827-7009. After working hours, on holidays and weekends, or during special liberty periods, call the COMUSMARCENT duty cell phone at (813)493-7179.

  
GARY S. SUPNICK

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ORDERS FOR THE HQMARCENT COMMAND DUTY OFFICER (CDO)

1. Post. The physical post for the MARCENT CDO is building 535, COMUSMARCENT Headquarters, MacDill AFB, Tampa, Fl. In accordance with the provisions of this order, the MARCENT CDO is permitted to depart building 535 upon completion of all duties and responsibilities as outlined in this order, specifically paragraph 2 below, and maintain the watch via cell phone from their residence. The MARCENT CDO's tour of duty is as follows:

a. Weekdays: Personnel assigned duty as the MARCENT CDO will muster with the ACS G-1/Adjutant, as well as the off-going CDO, in the AC/S G-1 Office at 0730 on workdays for a formal post and relief. The CDO will be posted by the AC/S G-1/Adjutant not later than 1600 daily and receive any special instructions. Once posted at 1600, and after the duties and responsibilities as outlined in paragraph 2 below have been met, the CDO may re-post at their residence. Posting at the MARCENT Headquarters, the next duty day, will be at 0530.

b. Weekends: All personnel assigned duty as the MARCENT CDO on Saturdays and Sundays will muster with the ACS G-1/Adjutant, as well as the Friday MARCENT CDO, in the AC/S G-1 Office at 0730 on the Friday preceding their tour of duty for a formal post and relief. The outgoing CDO will conduct a physical, informal post and relief in building 535 at 0730 on weekends with the oncoming CDO. Once posted at 0730 on weekends, and after the duties and responsibilities as outlined in paragraph 2 below have been met, the CDO may re-post at their residence. Weekend CDO's will make one physical check of building 535 and 548 between 1400 and 2000. The AC/S G-1/Adjutant will relieve the Sunday CDO not later than 0730 on Mondays.

c. Holidays/Special Liberty: All personnel assigned duty as the MARCENT CDO during a holiday period will muster with the AC/S G-1/Adjutant, as well as the off-going CDO, at 0730 on the last workday preceding the commencement of the holiday/special liberty period for formal post and relief. The outgoing CDO will conduct a physical, informal post and relief in building 535 at 0730 during the holiday/special liberty period with the oncoming CDO. Once posted at 0730 during the holiday/special liberty period, and after the duties and responsibilities as outlined in paragraph 2 below have been met, the CDO may re-post at their residence. Holiday/Special Liberty CDO's will make one

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physical check of building 535 and 548 between 1400 and 2000. The ACS G-1/Adjutant will relieve the final holiday/special liberty period CDO not later than 0730 on the first workday following the holiday/special liberty period.

d. As directed: The MARCENT CDO may be directed by the CG, DCG, or COS to assume their post at times other than those published above.

2. Conduct of Duty. CDO's will be guided in the conduct of their duties by the references contained in this basic order, its enclosures, and other instructions that may be received from the MARCENT CG, DCG, or COS. The following requirements are to be accomplished by the MARCENT CDO in order for them to re-post at their residence:

a. Transferring Post from Building 535 to Residence on Workdays.

(1) Effect retiring of Command Colors.

(2) The weekend that the Navy Drill is conducted, the MARCENT CDO must remain on board until the drill is completed, and all Navy personnel are off deck.

(3) Contracted cleaning must be accomplished in buildings 535/548. The contracted cleaner typically comes onboard by 1800 during the work week. The MARCENT CDO must remain onboard until the contracted cleaning has been completed and the cleaning personnel have departed buildings 535 and 548.

(4) If there are Marine Corps Distance Learning PME classes being conducted within building 535, the MARCENT CDO must remain onboard until all personnel attending the class have departed the building.

(5) If there are personnel working in building 548 the MARCENT CDO must remain onboard until all personnel have departed the building.

(6) The final task prior to the MARCENT CDO departing building 535, and after the above tasks have been accomplished, is to conduct a security sweep of all office spaces to ensure that there is no classified media left unsecured. If media is found unsecured, the CDO will attempt to secure the classified media in an approved storage container. If the CDO is not able

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to secure the classified media, the CDO will initiate a recall of that section's SNCOIC in order to effect the proper securing of the classified media. The CDO must remain onboard until the classified media has been properly secured. The CDO must notify the MARCENT Security Manager and make the appropriate logbook entry in order to capture the event and actions taken.

(6) Even if the requirements delineated in the above paragraph are met prior to 2000 during the work week, under no circumstances will the MARCENT CDO transfer their post from Building 535 to cell phone contact and their residence prior to 2000 on their day of duty.

b. Transferring Post from Building 535 to Residence on Weekends, Holidays, Special Liberty Periods and During "As Directed" periods:

(1) Conduct a face-to-face post and relief with the off-going MARCENT CDO at building 535 AT 0730.

(2) Effect morning Colors at 0800.

(3) If there are Marine Corps Distance Learning PME classes being conducted within building 535, the MARCENT CDO must remain onboard until all personnel attending the class have departed the building. If classes are not scheduled to begin until later in the day, the CDO must ensure that they are back at least 30 minutes prior to the class commencement, and remain present in building 535 until the last student departs.

(4) Effect retiring of Command Colors.

(5) Conduct a security sweep of all office spaces to ensure that there is no classified media left unsecured. If classified media is found unsecured, the CDO will attempt to secure the classified media in an approved storage container. If the CDO is not able to secure the classified media, the CDO will initiate a recall of that section's SNCOIC in order to effect the proper securing of the classified media. The CDO must remain onboard until the classified media has been properly secured. The CDO must notify the MARCENT Security Manager and make the appropriate logbook entry in order to capture the event and actions taken.

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c. Cell Phone Contact

(1) Under no circumstances will the MARCENT CDO be without the MARCENT duty cell phone. It is the responsibility of the off going CDO to turnover a fully charged cell phone, along with the charging device, to the oncoming CDO. The oncoming CDO is ultimately responsible to ensure the cell phone is fully charged, on, and that they can be reached at all times during their tour of duty.

(2) Under no circumstances will the MARCENT CDO turn the duty cell phone off or to the vibrate mode. It is the responsibility of the oncoming CDO, upon receipt of the cell phone from the off going CDO, to ensure that the cell phone is in the ring mode with full volume.

d. CDO Logbook. The MARCENT CDO is provided a logbook for the purpose of maintaining a record of their tour of duty. In addition to the requirement to have the CDO cell phone with them at all times, the CDO must also have quick access to the CDO logbook to facilitate the timely recording of events.

\_\_\_\_\_e. The MARCENT CDO must not engage in activities that:

(1) Would prevent them from performing their primary duties as the MARCENT CDO (i.e. a command notification requirement, but where the CDO finds themselves without timely access to a MARCENT recall roster).

(2) Would prevent their expeditious and timely arrival at the MARCENT Headquarters, building 535, MacDill AFB, in the event they are recalled by the CG, DCG, COS, or for any reason that would require their physical presence at building 535 (i.e. a maintenance issue, emergency leave, etc).

f. The MARCENT Adjutant provides the MARCENT CDO with an alpha roster (CDO Binder tab C) for use in locating personnel. The CDO will not release recall information. The CDO will record the contact information of the individual making the request for information, and contact the necessary individual to pass along the request for information. A logbook entry will be made recording the matter, notifications, steps taken and resolutions affected.

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g. Absence from Building 535. Prior to meeting the requirements of paragraph 2 of this enclosure, the CDO is permitted a short, reasonable period of time away from building 535 to procure a meal. However, the CDO must return to building 535 to consume the meal.

h. The MARCENT CDO will not use a government assigned vehicle for any reason/purpose that is not in the official capacity as the MARCENT CDO.

### 3. Occurrences

a. Routine matters. The CDO will take appropriate actions on routine matters which occur during his tour of duty. When there is doubt as to the appropriate action to be taken, the CDO will contact the appropriate staff section for guidance.

(1) The Chief of Staff and Senior Enlisted Advisor will be notified telephonically of any unusual events and/or occurrences.

(2) A logbook entry will be made recording the matter, notifications, steps taken and resolutions affected.

b. Serious Incidents. The MARCENT CDO will phone the Chief of Staff, Senior Enlisted Advisor, and Adjutant to inform them of the incident. The Adjutant will notify the HQMC Command Center of the incident and prepare and release the written Serious Incident Report (SIR) message. A logbook entry will be made recording the matter, notifications, steps taken and resolutions affected.

c. Casualties. The MARCENT CDO will be guided by MCO P3040.4E when notified of a casualty (CDO Binder Tab E). He will phone the Chief of Staff, Senior Enlisted Advisor, and Adjutant to inform them of the incident. The Adjutant will notify the HQMC Command Center of the incident and prepare and release any requisite message traffic. A logbook entry will be made recording the matter, notifications, steps taken and resolutions affected.

d. Personnel Reporting Aboard. All personnel reporting to MARCENT during normal working hours (0730-1630) should report to the MARCENT Consolidated Personnel Administration Center (CPAC), building 548. Instructions and procedures to in-process personnel reporting to MARCENT after hours are contained in the CDO Binder, tab G.

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e. Leave. The MARCENT CDO is authorized to grant annual leave extensions up to one day for personnel reporting to MARCENT. Permanent party Marines/Sailors currently stationed at a command aboard MacDill AFB (CENTCOM, SOCCOM) will contact their parent organization to request leave extensions. The CDO is not authorized to grant leave extensions for any service member not operationally attached to MARCENT. The CDO will ensure a logbook entry is made for extensions granted/requested.

f. Funeral Support Requests. Instructions for funeral support requests are contained in the CDO Binder, tab G.

4. Security/Special Instructions

a. Maintain security and control of building 535. After normal working hours and if present, the CDO will respond to requests for entrance. Admit only personnel who are cleared for access to this headquarters. Ensure all personnel admitted to building 535 are logged in the CDO logbook.

b. Ensure all unnecessary lights are turned off at 2000 on weekdays and all day on nonworking days.

c. The door to the Command Deck is to remain locked once it is secured by departing Command Deck personnel. The use of any Command Deck spaces is not permitted without the express approval of the Chief of Staff. Necessary and authorized after hours access to the Command Deck can be made through the COC or by use of the master key.

d. The MARCENT CDO's post is at the security desk located inside the visitor entrance hatch, or other areas as may be required in the official performance of their duties. Command Duty Officers are not authorized to stand their post at their office workstation.

e. Prior to re-posting at their residence, the MARCENT CDO will forward the security desk CDO phone so that all calls are received on the CDO's duty cell phone. The security desk CDO phone will be taken off the forwarding mode the next morning upon posting at the MARCENT Headquarters.

5. Telephones. The MARCENT CDO will answer all telephone calls to the CDO desk phone or cell, promptly and courteously with, "MARCENT Tampa Command Duty Officer, (grade, last name), speaking. May I help you?"

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## ORDERS FOR THE HQMARCENT COMMAND DUTY OFFICER (CDO)

## SAMPLE OF REQUIRED CDO LOG BOOK ENTRIES

"I, (RANK, LNAME, INITIALS), have assumed all duties and responsibilities as the MARCENT CDO. I have read and understand all orders pertaining to this post, and acknowledge the requirements of this tour of duty. In my possession are: (LIST ITEMS REQUIRED TO PERFORM DUTIES/RESPONSIBILITIES)."

"I, (RANK, LNAME, INITIALS), have posted as the MARCENT CDO."

"DCG/COS/SEA ashore."

"DCG/COS/SEA aboard."

"Morning colors conducted."

"Evening colors conducted."

"Contracted cleaner onboard."

"Contracted cleaner ashore"

"Class (NAME OF CLASS) has commenced. There are (# STUDENTS) present in bldg 535."

"Class (NAME OF CLASS) has completed. All students have gone ashore."

"Depart bldg 535 to procure the evening meal"

"Returned with evening meal"

"(RECORD ALL EVENTS WHICH OCCUR THAT ARE NOT OF A ROUTINE NATURE, AND ACTIONS TAKEN)"

"I have informed the COS, SEA, and Adjutant of (LIST EVENT)"

"(RANK, NAME OF INDIVIDUAL) reported aboard. SNM/O informed to (ACTIONS TAKEN, WORD PASSED)"

"(RANK, NAME OF INDIVIDUAL), assigned to this command in the (SECTION), granted a (PERIOD) extension of leave. I have notified (RANK, NAME OF INDIVIDUAL) of (SECTION) of the extension."

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"Request for (i.e. FUNERAL or COLOR GUARD SUPPORT) received from (NAME OF INDIVIDUAL) of (ORGANIZATION and CONTACT INFORMATION). Notified (RANK, NAME OF INDIVIDUAL) of request."

"I have conducted a security sweep of all office spaces in bldg 535. There was no classified media adrift - or - I have found (LIST ITEMS AND LOCATION FOUND) which I have secured in (SAFE USED TO STORE MEDIA AND LOCATION)."

"I have transferred my post from bldg 535 to my residence at (WRITE YOUR ADDRESS IN HERE). I have verified that the CDO cell phone is fully charged, that the charger is in my possession, and that the cell phone is not in the vibrate mode, and that the volume is turned up."

"I have received a request for information on (NAME OF INDIVIDUAL) from (NAME OF INDIVIDUAL, CONTACT INFORMATION). I have contacted (NAME OF INDIVIDUAL) to pass along the request for information."

"I, (RANK, LNAME, INITIALS), have conducted a face-to-face turn-over with (RANK, LNAME, INITIALS) to transfer duties and responsibilities as the CDO. I have also passed along the following special orders: (LIST ANY SPECIAL ORDERS RECEIVED DURING YOUR TOUR OF DUTY)"

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ORDERS FOR THE COMUSMARCENT COMMAND DUTY OFFICER (CDO)

FORMAT FOR DUTY NOMINATION SUBMISSIONS

1601

(Originator's Code)

(Date)

From:

To: Adjutant, Marine Forces, Central Command

Subj: DUTY WATCH NONAVAILABILITY FOR THE MONTH OF \_\_\_\_\_

DUTY NAME

GRADE

SSN

WORK  
PHONE

HOME  
PHONE

SIGNATURE